

DEPARTMENT OF HEALTH & HUMAN SERVICES

Administration for Children and Families

Office of Refugee Resettlement

Funding Opportunity Title:	Refugee School Impact
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2005-ACF-ORR-ZE-0097
CFDA Number:	93.576
Due Date for Applications:	The closing date for submission of applications is June 17, 2005. See Part IV of this announcement for more information on submitting applications].

Executive Summary:

The Office of Refugee Resettlement (ORR) invites States to submit applications for funds to support local school systems that are impacted by significant numbers of refugee children.¹ ORR expects to award approximately \$15 million to States for this purpose. The application should:

- (a) Make a case for documenting significant impact of refugee children,
- (b) Specify the purposes for which the funding would be used, and
- (c) Show that the proposed purposes are related to educating refugee children.

Applications will be screened and evaluated as indicated in this program announcement. Awards will be contingent on the outcome of the competition and the availability of funds.

I. Funding Opportunity Description

Authorizing Statute and Regulations: This program is authorized by Section 412(c)(1)(A)(iii), as amended of the Immigration and Nationality Act (8 U.S.C. 1522(c)(1)(A)(iii)).

School Impact Purpose and Objectives

¹ Eligibility for refugee social services includes: (1) refugees; (2) asylees; (3) Cuban and Haitian entrants under section 501 of the Refugee Education Assistance Act of 1980 (Pub. L. 96-422); (4) certain Amerasians from Vietnam who are admitted to the U.S. as immigrants under section 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, as included in the FY 1988 Continuing Resolution (Pub. L. 100-202); (5) certain Amerasians from Vietnam who are U.S. citizens under Title II of the Foreign Operations, Export Financing, and Related Programs Appropriations Act of 1989 (Pub. L. 100-461), 1990 (Pub. L. 101-167), and 1991 (Pub. L. 101-513); and (6) victims of a severe form of trafficking who receive certification or eligibility letters from ORR and certain family members who have been granted derivative T visas (see 45 CFR 400.43 and ORR State Letters Number 01-13 as modified by State Letter Number 02-01 and Number 04-12 on trafficking victims). For convenience, the term "refugee" is used in this notice to encompass all such eligible persons. Additional information on eligibility is available at: <http://www.acf.hhs.gov/programs/orr/policy/s101-13.htm>; <http://www.acf.hhs.gov/porgrams/orr/policy/s102-01.htm>; and <http://www.acf.hhs.gov/programs/orr/policy/s104-12.htm> .

1. Description:

This program announcement governs the award procedures for grants to States to assist local school systems inundated with refugee children. ORR intends to award approximately \$15 million to a) those agencies of State governments which are responsible for the refugee program under 45 CFR 400.5 or such agency's designee, and b) an agency which has **State-wide responsibility** for an alternative to the State-administered program in lieu of the State under a Wilson/Fish grant authorized by section 412(e)(7) of the INA or such agency's designee. The State or alternative agency which administers the refugee program should enter into collaborative relationships with their respective State Department of Education in order to better serve refugee children and their families under this award. Collaboration agreements must be in written form and submitted in the State's school impact application. The purpose of these grants is to provide for some of the costs of educating refugee children incurred by counties or local school systems in which significant numbers of refugee children reside. These funds may not be used to supplant other Federal resources. ORR is specifying use of these funds must relate to the education of refugee school-age children. Construction and renovation costs are not allowable under this program.

Eligible applicants may apply under this announcement based on ORR arrival data by county for refugee school-age children during the period Fiscal Year (FY) 1999 through FY 2004 (a table of this data is attached). Based on the arrival data on the attached table, a minimum threshold of 300 refugees per county has been established as a baseline. The purpose of the threshold is to target assistance to local school systems most heavily inundated with these arrivals. States wishing to apply for these funds must provide services solely to the areas that are listed in this table. The State agency submits a single application on behalf of all qualified areas within that State. If a State believes that its county or local school system's refugee school-age population meets the minimum threshold of 300 for the same period and is not listed on the attached table, the state agency responsible for the refugee programs under 45 CFR 400.5 may submit an application for funds under this announcement. The application must provide documentation that includes the name, alien number, date of birth, and date of arrival in the U.S. for each refugee child claimed for the period indicated on the attached table (i.e., FY 1999 through 2004).

Allowable Activities

States or alternative agencies must consult with local service providers, which may include faith-based and community organizations, to ensure coordination and avoid duplication. State or alternative agencies that administer the refugee program should establish collaborative relationships with their respective State Department of Education in order to better serve refugee children and their families under this award. Listed are some examples of activities that promote effective integration and education of refugee children.

- English as a Second Language instruction.

- After-school tutorials focused on helping students understand and complete assignments; programs that encourage high school completion and full participation in school activities.
- After-school/summer programs that support remedial work or promote school readiness.
- Parental involvement programs.
- Interpreter services for parent/teacher meetings and conferences.
- Bilingual/bicultural counselors and aides.

ATTACHMENT

Table: Distribution of Counties with 300 and more Refugee School-Age Children (FY 1999 - 2004)

<u>Refugee School-Age Children (FY 1999 - 2004)</u>	<u>County Name</u>	<u>Total School-Age Arrivals FY1999-2004</u>
ARIZONA	MARICOPA	2,935
	PIMA	554
CALIFORNIA	ALAMEDA	466
	FRESNO	476
	LOS ANGELES	2,776
	ORANGE	597
	SACRAMENTO	4,073
	SAN DIEGO	1,746
	SAN FRANCISCO	371
	SANTA CLARA	849
COLORADO	DENVER	741
CONNECTICUT	HARTFORD	763
FLORIDA	BROWARD	718

	COLLIER	326
	DUVAL	1,179
	HILLSBOROUGH	1,174
	MIAMI-DADE	15,802
	ORANGE	489
	PALM BEACH	793
	PINELLAS	629
GEORGIA	DEKALB	2,633
	FULTON	1,014
	GWINNETT	443
IDAHO	ADA	718
ILLINOIS	COOK	2,361
	DUPAGE	545
	WINNEBAGO	301
IOWA	POLK	886
KENTUCKY	JEFFERSON	1,420
	WARREN	444
LOUISIANA	EAST BATON ROUGE	381
MAINE	CUMBERLAND	346

MARYLAND	BALTIMORE	686
	MONTGOMERY	402
	PRINCE GEORGE'S	392
MASSACHUSETTS	HAMPDEN	784
	MIDDLESEX	436
	SUFFOLK	1,032
MICHIGAN	INGHAM	945
	KENT	1,085
	OAKLAND	305
	WAYNE	643
MINNESOTA	ANOKA	316
	HENNEPIN	4,423
	OLMSTED	383
	RAMSEY	1,368
MISSOURI	JACKSON	522
	SAINT LOUIS	2,283
NEBRASKA	LANCASTER	554
NEVADA	CLARK	727
NEW HAMPSHIRE	HILLSBOROUGH	497

NEW JERSEY	ESSEX	312
	MERCER	302
NEW MEXICO	BERNALILLO	396
NEW YORK	BRONX	371
	ERIE	1,043
	KINGS	1,862
	MONROE	959
	NEW YORK	626
	ONEIDA	914
	ONONDAGA	970
	QUEENS	776
	RICHMOND	888
NORTH CAROLINA	GUILFORD	671
	MECKLENBURG	652
NORTH DAKOTA	CASS	606
OHIO	CUYAHOGA	665
	FRANKLIN	915
OREGON	MULTNOMAH	2,370
PENNSYLVANIA	ALLEGHENY DELAWARE	398

		322
	ERIE	602
	LANCASTER	329
	PHILADELPHIA	1,309
RHODE ISLAND	PROVIDENCE	499
SOUTH DAKOTA	MINNEHAHA	557
TENNESSEE	DAVIDSON	793
	SHELBY	357
TEXAS	DALLAS	1,538
	HARRIS	2,308
	POTTER	334
	TARRANT	925
	TRAVIS	411
UTAH	SALT LAKE	1,362
VERMONT	CHITTENDEN	396
VIRGINIA	FAIRFAX	514
	FALLS CHURCH	312
	RICHMOND	675
WASHINGTON	BENTON CLARK	378

		1,127
	KING	3,116
	PIERCE	705
	SNOHOMISH	853
	SPOKANE	877
WISCONSIN	MILWAUKEE	611

Total 103,638

The statistical distributions are based on school-age refugees that arrived in the U.S. between FY 1999 and FY 2004. School-age refers to refugees between the ages of 5-18 years of age. The population estimates are based on trafficking certification documentation and refugee and asylee arrival data from the ORR Refugee Arrivals Data System (RADS). The RADS system includes refugees of all nationalities, Amerasians from Vietnam, and Cuban and Haitian entrants.

II. Award Information

Funding Instrument Type: Grant
Anticipated Total Priority Area Funding: \$15,000,000
Anticipated Number of Awards: 35 to 37
Ceiling on Amount of Individual Awards Per Budget Period: \$2,000,000
Floor on Amount of Individual Awards Per Budget Period: \$100,000

Average Projected Award Amount Per Budget Period: \$400,000

Length of Project Periods:
60 month project with five 12 month budget periods

Awards will be for one-year budget periods, although project periods may be for five years. Applications for continuation grants funded under these awards beyond the one-year budget period may be entertained on a non-competitive basis, subject to availability of funds, satisfactory

progress of the project, and a determination that continued funding is in the best interest of the government.

III. Eligibility Information

1. Eligible Applicants:

State governments and certain non-profit agencies, in limited circumstances described in the Additional Information on Eligibility section.

Additional Information on Eligibility:

Eligible applicants are a) those agencies of State governments which are responsible for the refugee program under 45 CFR 400.5 or such agency's designee, and b) an agency which has statewide responsibility for an alternative to the State-administered program under a Wilson/Fish grant authorized by section 412 (e) (7) of the INA or such agency's designee. Eligible applicants will hereinafter be referred to as "the State agency." The State agency submits a single application on behalf of all county governments that are qualified counties within that State.

No State agency is guaranteed an award.

No State agency is guaranteed that the amount of an award will be in the same amount as its request.

No State agency will be awarded an amount greater than its request.

The Director reserves the right to award more or less funding to any individual applicant or in total for all applicants based on the quality of the applications and the best interest of the Government. In cases where ORR proposes to award an amount less than a State agency's application request, the State agency will be required to submit a revised budget and budget narrative showing how the State agency proposes to spend the amount ORR is proposing to award to the State agency. If a State agency fails to submit a commensurate revised budget within the time requested, the State agency will forfeit the award.

2. Cost Sharing/Matching:

None

3. Other

All applicants must have a Dun & Bradstreet number. On June 27, 2003 the Office of Management and Budget published in the *Federal Register* a new Federal policy applicable to

all Federal grant applicants. The policy requires Federal grant applicants to provide a Dun & Bradstreet Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal (www.Grants.gov). A DUNS number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a DUNS number. You may acquire a DUNS number at no cost by calling the dedicated toll-free DUNS number request line on 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Disqualification Factors

Applications that exceed the ceiling amount will be considered non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be considered non-responsive and will not be considered for funding under this announcement.

IV. Application and Submission Information

1. Address to Request Application Package:

Lorraine Berry
Department Health and Human Services
Administration for Children and Families
Office of Refugee Resettlement
901 D Street, SW
Washington, DC 20447
Phone: 202-401-5532
Email: lberry@acf.hhs.gov

2. Content and Form of Application Submission:

1. Table of Contents

a) Abstract of the Proposed Project -- very brief, not to exceed 250 words, that would be suitable for use in an announcement that the application has been selected for a grant award and which identifies the type of project, the target population and the major elements of the work plan, and performance outcomes.

b) Completed Standard Form -- that has been signed by an Official of the organization

applying for the grant who has authority to obligate the organization legally.

- c) *Standard Form 424A* -- Budget Information-Non Construction Programs.
- d) *Narrative Budget Justification* -- for each object class category required under Section B, Standard Form 424A.
- e) *Project Narrative* -- A narrative that addresses issues described in the "Application Review Information" and the "Review and Selection Criteria" sections of this announcement.

2. *Application Format*

Submit application materials on white 8.5 x 11 inch paper only. Do not use colored, oversized or folded materials.

Please do not include organizational brochures or other promotional materials, slides, films, clips, etc.

The font size may be no smaller than 12 pitch and the margins must be at least one inch on all sides.

Number all application pages sequentially throughout the package, beginning with the abstract of the proposed project as page number one.

Please present application materials either in loose-leaf notebooks or in folders with pages two-hole punched at the top center and fastened separately with a slide paper fastener.

3. *Page Limitation*

Each application narrative should not exceed 20 pages in a double spaced 12-pitch font. Attachments and appendices should not exceed 20 pages and should be used only to provide supporting documentation such as administration charts, position descriptions, resumes, and letters of intent or partnership agreements. A table of contents and an executive summary should be included but will not count in the page limitations. Each page should be numbered sequentially, including the attachments and appendices. This limitation of 20 pages should be considered as a maximum, and not necessarily a goal. Application forms are not to be counted in the page limit. Any material submitted beyond the 20 page will not be reviewed and scored by the review panel.

Please do not include books or videotapes as they are not easily reproduced and are, therefore, inaccessible to the reviewers.

You may submit your application to us in either electronic or paper format.

To submit an application electronically, please use the <http://www.Grants.gov/Apply> site. If you use Grants.gov, you will be able to download a copy of the application package, complete it off-

line, and then upload and submit the application via the [Grants.gov](https://www.Grants.gov) site. ACF will not accept grant applications via email or facsimile transmission.

Please note the following if you plan to submit your application electronically via [Grants.gov](https://www.Grants.gov)

- Electronic submission is voluntary, but strongly encouraged.
- When you enter the [Grants.gov](https://www.Grants.gov) site, you will find information about submitting an application electronically through the site, as well as the hours of operation. We strongly recommend that you do not wait until the application deadline date to begin the application process through [Grants.gov](https://www.Grants.gov).
- We recommend you visit [Grants.gov](https://www.Grants.gov) at least 30 days prior to filing your application to fully understand the process and requirements. We encourage applicants who submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still send in a hard copy overnight. If you encounter difficulties, please contact the [Grants.gov](https://www.Grants.gov) Help Desk at 1-800-518-4276 to report the problem and obtain assistance with the system.
- To use [Grants.gov](https://www.Grants.gov), you, as the applicant, must have a DUNS Number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in paper format.
- You may submit all documents electronically, including all information typically included on the SF 424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from [Grants.gov](https://www.Grants.gov) that contains a [Grants.gov](https://www.Grants.gov) tracking number. The Administration for Children and Families will retrieve your application from [Grants.gov](https://www.Grants.gov).
- We may request that you provide original signatures on forms at a later date.
- You may access the electronic application for this program on www.Grants.gov
- You must search for the downloadable application package by the CFDA number.

An original and two copies of the complete application are required. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be submitted unbound.

Standard Forms and Certifications:

The project description should include all the information requirements described in the specific evaluation criteria outlined in the program announcement under *Section V Application Review Information*. In addition to the project description, the applicant needs to complete all the standard forms required for making applications for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the Standard Form (SF) 424, Application for Federal Assistance; SF-424A, Budget Information--Non-Construction Programs; SF-424B, Assurances--Non-Construction Programs. The forms may be reproduced for

use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the Standard Form LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their applications (approved by the Office of Management and Budget under control number 0348-0046). Applicants must sign and return the certification with their application.

Applicants must also understand they will be held accountable for the smoking prohibition included within P.L. 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice which implements the smoking prohibition is included with forms. By signing and submitting the application, applicants are providing the certification and need not mail back the certification with the application.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the applications, applicants are providing the certification and need not mail back the certification form. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1*, for instructions on preparing the full project description.

3. Submission Dates and Times:

The closing date for submission of applications is June 17, 2005.

Explanation of Due Dates:

The closing date for submission of applications is referenced above. Mailed applications postmarked after the closing date will be classified as late.

Deadline: Mailed applications shall be considered as meeting an announced deadline if they are either received on or before the deadline date or sent on or before the deadline date and received by ACF in time for the independent review referenced in *Section IV.6*.

Applicants must ensure that a legibly dated U.S. Postal Service postmark or a legibly dated, machine produced postmark of a commercial mail service is affixed to the envelope/package containing the application(s). To be acceptable as a proof of timely mailing, a postmark from a commercial mail service must include the logo/emblem of the commercial mail service company and must reflect the date the package was received by the commercial mail service company from the applicant. Private Metered postmarks shall not be acceptable as proof of timely mailing.

(Applicants are cautioned that express/overnight mail services do not always deliver as agreed.)

Applications hand carried by applicants, applicant couriers, or by other representatives of the applicant shall be considered as meeting an announced deadline if they are received on or before the deadline date, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays). Applicants are cautioned that express/overnight mail services do not always deliver as agreed.

ACF cannot accommodate transmission of applications by fax. Therefore, applications transmitted to ACF by fax will not be accepted regardless of date or time of submission and time of receipt.

Late applications: Applications which do not meet the criteria above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

Extension of deadlines: ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur, or when there are widespread disruptions of mail service, or in other rare cases. Determination to extend or waive deadline requirements rest with the Chief Grants Management Officer.

Checklist:

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
SF424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

SF-LLL Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Assurances	See Section IV.2		By date of award.
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
SF424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF424B	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

4. Intergovernmental Review:

STATE SINGLE POINT OF CONTACT (SPOC)

This program is covered under Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of October 1, 2004, the following jurisdictions have elected to participate in the Executive Order process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New Mexico, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, North Mariana Islands, Puerto Rico, and Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a. Under 45 CFR 100.8(a)(2).

A SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations which may trigger the

"accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

When comments are submitted directly to ACF, they should be addressed to: Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, S.W., Washington, D.C. 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally-recognized Indian Tribes, need take no action in regard to E.O. 12372.

The official list, including addresses, of the jurisdictions elected to participate in E.O. 12372 can be found on the following URL: <http://www.whitehouse.gov/omb/grants/spoc.html>.

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

Construction and renovation costs are not allowable under this program.

6. Other Submission Requirements:

Submission by Mail: An applicant must provide an original application with all attachments, signed by an authorized representative and two copies. Please see *Section IV.3* for an explanation of due dates. Applications should be mailed to:

Sylvia Johnson, ACF Grants Officer
Department Health and Human Services
Administration for Children and Families
Office of Grants Management
901 D Street, SW
Washington, DC 20447
Phone: 202-401-4527

Hand Delivery: An applicant must provide an original application with all attachments signed by an authorized representative and two copies. The application must be received at the address below by 4:30 p.m. eastern time on or before the closing date. Applications that are hand delivered will be accepted between the hours of 8:00 a.m. to 4:30 p.m. eastern time, Monday through Friday. Applications should be delivered to:

Sylvia Johnson, ACF Grants Officer
Department Health and Human Services

Administration for Children and Families
Office of Grants Management
901 D Street, SW
Washington, DC 20447
Phone: 202-401-4527

Electronic Submission: <http://www.Grants.gov> .

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically.

V. Application Review Information

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 32 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139 which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

The following are instructions and guidelines on how to prepare the "project summary/abstract" and "full project description" sections of the application. Under the evaluation criteria section, note that each criterion is preceded by the generic evaluation requirement under the ACF Uniform Project Description (UPD).

PART I - THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides a major means by which an application is evaluated and ranked to compete with other applications for available assistance. The project description should be concise and complete and should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing your project description, information responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the

application in a manner that is clear and complete.

INTRODUCTION

Applicants required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what your project description should include while the evaluation criteria identifies the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (a page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which

the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities on the project's effectiveness.

GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

ADDITIONAL INFORMATION

Following are requests for additional information that need to be included in the application:

STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

PLAN FOR PROJECT CONTINUANCE BEYOND GRANT SUPPORT

Provide a plan for securing resources and continuing project activities after Federal assistance has ended.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as organizational charts, financial statements, audit reports or statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses and other documentation of professional accreditation, information on compliance with Federal/State/local government standards, documentation of experience in the program area, and other pertinent information. If the applicant is a non-profit organization, submit proof of non-profit status in its application.

The non-profit agency can accomplish this by providing: a) a reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; e) any of the items immediately above for a State or national parent organization and a

statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

DISSEMINATION PLAN

Provide a plan for distributing reports and other project outputs to colleagues and the public. Applicants must provide a description of the kind, volume and timing of distribution.

THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and subgrantees or subcontractors or other cooperating entities. These agreements must detail scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

LETTERS OF SUPPORT

Provide statements from community, public and commercial leaders that support the project proposed for funding. All submissions should be included in the application OR by application deadline.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. Also include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources shall be detailed and justified in the budget and narrative justification. "Federal resources" refers only to the ACF grant for which you are applying. "Non-Federal resources" are all other Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s), and last column, total budget. The budget justification should be a narrative.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known. For each staff person, provide the title, time commitment to the project (in months), time commitment to the project (as a

percentage or full-time equivalent), annual salary, grant salary, wage rates, etc. Do not include the costs of consultants or personnel costs of delegate agencies or of specific project(s) or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization (does not include costs of consultant travel).

Justification: For each trip, show the total number of traveler(s), travel destination, duration of trip, per diem, mileage allowances, if privately owned vehicles will be used, and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, the total cost, and a plan for use on the project, as well as use or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy or section of its policy which includes the equipment definition.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and

provide other information which supports the amount requested.

CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third party evaluation contracts (if applicable) and contracts with secondary recipient organizations, including delegate agencies and specific project(s) or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and sub recipients, other than States that are required to use Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceed the simplified acquisition threshold fixed at 41 USC 403(11) (currently set at \$100,000).

Recipients might be required to make available to ACF pre-award review and procurement documents, such as request for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to insurance, food, medical and dental costs (noncontractual), professional services costs, space and equipment rentals, printing and publication, computer use, training costs, such as tuition and stipends, staff development costs, and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the grant. Also, if the applicant is requesting a rate

which is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

PROGRAM INCOME

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application which contain this information.

NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

Evaluation Criteria:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

BUDGET AND BUDGET JUSTIFICATION 25 points

Is the amount requested commensurate with the impact documented? The budget line items must be reasonable and reflect costs related to the purposes/approaches described and must equal the amount of the request.

RESULTS OR BENEFITS EXPECTED 25 points

Does the application describe measurable and realistic outcomes and ascribe reasonable timetables for achieving them?

OBJECTIVES AND NEED FOR ASSISTANCE 25 points

Does the applicant present convincing documentation that refugee children impact the

county/counties or local jurisdictions in which the State agency proposes to spend the money?
Does the applicant describe the targeted refugee population to be served and explain gaps in services to refugee school-age children?

APPROACH

25 points

Are the proposed activities, approach and purposes reasonable? Does the program create linkages with the refugee children's schools? Does the applicant describe the need for services and how services will not be duplicated? Do the proposed activities and approach relate to the education of the refugee children or to the quality of their education?

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

The review panel will not review materials beyond the 20 page limitation.

Approved but Unfunded Applications

In cases where more applications are approved for funding than ACF can fund with the money available, the Grants Officer shall fund applications in their order of approval until funds run out. In this case, ACF has the option of carrying over the approved applications up to a year for funding consideration in a later competition of the same program. These applications need not be reviewed and scored again if the program's evaluation criteria have not changed. However, they must then be placed in rank order along with other applications in later competition.

VI. Award Administration Information

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided, and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

3. Reporting Requirements:

Program Progress Reports: Semi-Annually
Financial Reports: Semi-Annually

Grantees will be required to submit program progress and financial reports (SF 269) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. In addition, final programmatic and financial reports are due 90 days after the close of the project period.

VII. Agency Contacts

Program Office Contact:

Lorraine Berry
Department Health and Human Services
Administration for Children and Families
Office of Refugee Resettlement
901 D Street, SW
Washington, DC 20447
Phone: 202-401-5532
Email: lberry@acf.hhs.gov

Grants Management Office Contact:

Sylvia Johnson, ACF Grants Officer
Department Health and Human Services
Administration for Children and Families
Office of Grants Management
901 D Street, SW
Washington, DC 20447
Phone: 202-401-4527

VIII. Other Information

NOTICE: Beginning with FY 2006, the Administration for Children and Families (ACF) will no longer publish grant announcements in the *Federal Register*. Beginning October 1, 2005 applicants will be able to find a synopsis of all ACF grant opportunities and apply electronically for opportunities via: www.Grants.gov. Applicants will also be able to find the complete text of all ACF grant announcements on the ACF web site located at: <http://www.acf.hhs.gov/grants/index.html>.

Assurances and Certifications

A. Other Forms, Assurances, and Certifications

Standard Form 424: Application for Federal Assistance

Standard Form 424A: Budget Information

Standard Form 424B: Assurances and Non Construction Programs

Form LLL: Disclosure of Lobbying

Certification Regarding Environmental Tobacco Smoke

Standard Form 310: Protection of Human Subjects

State Single Point of Contact (SPOC) Listing

All forms are available online at

<http://www.acf.dhhs.gov/programs/orr/funding/index.htm>

The SPOC listing is available online at <http://www.whitehouse.gov/grants/spoc/html>

Applicants will be sent acknowledgements of received applications.

Date: _____

Nguyen Van Hanh, Ph.D.

Director

Office of Refugee Resettlement